

# JOB OPPORTUNITY

- 4600 North Victoria Street, Shoreview, MN 55126 •
- (651) 490-4610. Job Line (651) 490-4637. [www.shoreviewmn.gov](http://www.shoreviewmn.gov) •

---

## ADMINISTRATIVE SERVICES COORDINATOR – PUBLIC WORKS

Work in our progressive, dynamic Public Works Department providing a wide range of office support, communications responsibilities, and database management.

### Duties include:

- Provide a full range of office support for engineering, maintenance and environmental staff including processing mail; composing/typing letters; updating files, systems and maps in conjunction with public works projects; paying invoices; assembling packet information for various meetings; issuing sewer and water permits, parking requests, block party requests, meter rentals, etc.
- Create and prepare communication and educational materials (flyers, brochures, press releases, ShoreViews Newsletter articles, letters, etc.) including planning, writing, editing and producing content
- Perform database management including organizing and logging maintenance and inspection information in a format that is GIS compatible for mapping; research discrepancies & make corrections
- Maintain and update the department website using html
- Records management including organizing and maintaining project files and scanning to Laserfiche
- Write and prepare grant applications; administer grants including tracking spending and filing reports
- Research and prepare background information in conjunction with Public Works projects and documents
- Assist customers and research/resolve concerns on the phone and in person; provide information and explanations regarding programs and procedures
- Provide back-up support and cross-train for the lower level service counter
- Prepare annual reporting information for State agency requirements such as aeration equipment, NPDES permit, MSA needs, SLID annual meeting, etc.
- Other duties and special projects as assigned

### Minimum Qualifications:

- Associate degree in business/office management, communications, computer science or related field. (A bachelor's degree may be substituted for an Associate degree.)
- 2 years office support experience including proficiency with Microsoft office programs
- 2 years customer service experience
- 1 year experience designing interesting and informative communication materials
- Valid drivers license and satisfactory motor vehicle report

### Desired Qualifications:

- Internship or other work experience in general government, public works, and/or engineering setting
- Additional office support experience
- Additional communications experience
- Experience with database management
- Experience researching and analyzing information

**Hours:** Typically 8:00 a.m. - 4:30 p.m. (Hours may vary with special events.)

**Starting Wage:** \$20.51-20.92 per hour, plus excellent benefits

**MUST submit CITY application form, addendum and resume by 4:30 pm on March 8, 2010 (3/8/10 postmark is acceptable).** To apply call 651-490-4610 or download the application and addendum from our website at [www.shoreviewmn.gov](http://www.shoreviewmn.gov)

*The City of Shoreview is an Equal Opportunity Employer.*





4600 North Victoria Street  
Shoreview, MN 55126  
(651) 490-4600  
www.ci.shoreview.mn.us

# Application for Employment

If, due to a disability, you need assistance in completing an application, or if you anticipate that you will need auxiliary aids or services in the selection process, please notify the Human Resources Manager at 651-490-4615.

The City of Shoreview appreciates your interest in a position with the City. An incomplete application may reduce your opportunity for employment with the City of Shoreview. You are encouraged to attach any additional information which you believe qualifies you for the position. All applications must be postmarked by the closing date.

The City of Shoreview is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, creed, religion, color, sex, age, marital status, national origin, disability or sexual orientation.

Position applying for \_\_\_\_\_ Salary Desired \_\_\_\_\_

Date available \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone: H ( ) \_\_\_\_\_ W ( ) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Are you 18 years of age or older? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, state your date of birth \_\_\_\_\_

Are you a U.S. Citizen, OR if not, do you have permission to work in this Country? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever worked for the City of Shoreview? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, when? \_\_\_\_\_ Position \_\_\_\_\_

Are you related to **anyone** currently working in **any** position (full-time, part-time, seasonal or appointed committee member) for the City? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, who? \_\_\_\_\_ Relationship \_\_\_\_\_

Is there any reason you cannot be at work on time every day? Yes \_\_\_\_\_ No \_\_\_\_\_

## Education

How many years of school have you completed? (circle one)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20+
Elementary					Middle			High School				Undergraduate				Graduate			

Type of School	Name/Location	Diploma, Degree	Major/Minor
High School	_____	_____	_____
College or University	_____	_____	_____
College or University	_____	_____	_____
Graduate School	_____	_____	_____
Technical	_____	_____	_____
Military	_____	_____	_____

## Military (also see Election of Veteran's Preference on page 4)

Describe your duties and any special training.

_____	Branch of Service _____
_____	Length of Active Duty _____
_____	Rank at Discharge _____

*An Equal Opportunity Employer*

## Employment History

List your present or most recent experience first. (Do not state "see resume.")

### 1. Employer Name and Address (Current or last employer)

_____	Dates (month and year) From _____ to _____
_____	Hours per week _____
_____	Last salary _____
Phone Number _____	Reason for leaving _____
Your Title _____	_____
Your Supervisor _____	May we contact? _____ If no, explain _____
Your Supervisor's Title _____	_____
Primary Duties _____	_____
_____	_____
_____	_____

### 2. Employer Name and Address (Prior employer)

_____	Dates (month and year) From _____ to _____
_____	Hours per week _____
_____	Last salary _____
Phone Number _____	Reason for leaving _____
Your Title _____	_____
Your Supervisor _____	May we contact? _____ If no, explain _____
Your Supervisor's Title _____	_____
Primary Duties _____	_____
_____	_____
_____	_____

### 3. Employer Name and Address (Prior employer)

_____	Dates (month and year) From _____ to _____
_____	Hours per week _____
_____	Last salary _____
Phone Number _____	Reason for leaving _____
Your Title _____	_____
Your Supervisor _____	May we contact? _____ If no, explain _____
Your Supervisor's Title _____	_____
Primary Duties _____	_____
_____	_____
_____	_____

Have you ever been terminated from a previous employer? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, state the name and address of company, date of termination, and reason for termination. (Do not include lay-off or staff reduction.) \_\_\_\_\_

## Licenses

Do you have a valid Driver's License? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, list the state, number, class and expiration date.

If relevant, list other *current* registrations, licenses or certifications you have.

## Supervision

Have you ever supervised people? Yes \_\_\_\_\_ No \_\_\_\_\_ For Whom? \_\_\_\_\_

Check the functions you have performed as a supervisor:

_____ Interview candidates	_____ Conduct performance reviews	_____ Discipline employee
_____ Hire/Recommend for hire	_____ Recommend salary increase	_____ Terminate employee
_____ Establish Objectives		

## Summary

Briefly summarize all of the reasons why you think you should be selected for this job. \_\_\_\_\_

---

---

---

---

## Read Carefully and Sign

The City of Shoreview has the right to verify information provided in the application. False information or omitting information may subject an applicant to the penalty provisions of Minnesota Statute 43A.39.

I certify that all of the facts as set forth in this Application for Employment are true and complete. I understand that false statements or omissions on this application shall be sufficient cause for rejection of my application or dismissal if I am hired.

Unless otherwise indicated above, the City of Shoreview is hereby authorized to conduct an inquiry into all statements contained in this application or made during my interview for employment as may be necessary, including, but not limited to, 1) former employers for information concerning my employment, ability, experience and behavior on the job, and 2) my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the City of Shoreview, and any such employers and individuals from any and all liability for damages whatsoever that may arise from furnishing this information.

I understand that as part of my employment application the City of Shoreview may be making a check into my background. I understand this check may involve a computerized history check through the State of Minnesota or Ramsey County to insure there are no felony, gross misdemeanor or misdemeanor convictions, a warrant check to insure there are no warrants for arrest, and a driver's license check through the State of Minnesota to insure that I have a valid driver's license and the status of my driving record.

I understand that *if* I am applying for a position which requires a *commercial* drivers license, I am required under federal law to: 1) take and pass a pre-employment drug test, 2) authorize former employers to release positive drug and alcohol test results and any refusals to be tested within the previous two years. (For additional information regarding the City's drug and alcohol testing policy, please contact the Human Resources Manager.)

**In accordance with the Minnesota Data Practices Act, I have been informed of and understand my rights as a subject of data. I waive my rights and authorize the City of Shoreview to conduct a background check and obtain public and private information.**

I understand that nothing in this employment application is intended to lead to or create an employment contract between the City of Shoreview and myself. I further understand that no Shoreview employee or officer has the authority to enter into an employment agreement for any specified period of time.

I further understand and agree that the employment relationship that may result from my application may be terminated at any time by the City or myself.

By my signature below, I certify that I have read (or had read to me) the information printed in the application and understand its meaning. I understand that this authorization may be revoked in writing by me at any time and in no event will it be valid for more than one year from the date below.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

In accordance with the Immigration Reform and Control Act of 1986, the City of Shoreview hires only U.S. Citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentation will result in dismissal.

### Election of Veteran's Preference (Minnesota Statute 43A.11)

If you are a veteran, do you wish to claim veteran's preference if you achieve a passing score? \_\_\_\_\_ YES \_\_\_\_\_ NO

**If yes, please check the preference you are claiming:**

\_\_\_\_\_ Veteran - defined as a U. S. citizen or resident alien who separated under honorable conditions, and

- 1) has served on active duty for at least 181 consecutive days, or
- 2) was discharged by reason of disability incurred while on active duty, or
- 3) has met active duty requirements as defined by the Code of Federal Regulations, or
- 4) has active military service certified under section 401, Public Law Number 95-202

Attach a copy of your DD 214 in order to receive 5 points.

\_\_\_\_\_ Disabled Veteran - defined as a veteran having a compensable service connected disability as adjudicated by the U.S. Veterans Administration or the retirement board of one of the branches of the Armed Forces, which disability is currently existing. Attach a copy of your DD 214 and FL 802 (or an equivalent letter from a service retirement board) to receive 10 points.

\_\_\_\_\_ Spouse of a deceased veteran. Attach a copy of your marriage certificate, the veteran's DD 214 and the death certificate to receive 5 Points.

\_\_\_\_\_ Spouse of a disabled veteran who is unable to use preference due to disability. Attach a copy of your marriage certificate, the veteran's DD 214 and FL 802 (or an equivalent letter from a service retirement board) to receive 10 Points.

### Affidavit:

I hereby claim veteran's preference for this vacancy and certify that all the information given is true, complete and correct to the best of my knowledge. I hereby authorize the Veteran's Administration to release information necessary to process this application to the City of Shoreview human resources office.

**Signature:** \_\_\_\_\_

### Important Facts About Information on Your Application

In accordance with the Minnesota Government Data Practices Act, Minnesota Statute 13.04, Subd. 2, the City of Shoreview is required to inform you of your rights as they pertain to private data collected from you. Private data is that information which is available to you, but not to the public. When you are asked to provide private data, the City must advise you of:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequences arising from your supplying or refusing to supply the data; and
- The identity of other persons or organizations authorized by State or Federal law to receive the data you provide.

Private Data	Why we ask for it	Are you legally obligated to provide it?	What may happen if you don't provide it?
Name (the names of finalists for a position are public information.)	To distinguish you from all other applicants.	Yes	Failure to provide information may be cause for rejecting an applicant.
Street Address (City & County of residence are public information.)	To be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	To be able to contact to determine availability for interview.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.
Driver's License	May be required to drive City vehicles.	No	Failure to provide information may be cause for rejecting an application.
Sex, racial/ethnic group, handicapped status	To be able to make Equal Employment Opportunity reports as required by law.	No	We will not be able to determine whether our selection processes result in discrimination, or to take affirmative action in our hiring.
Conviction Record	To determine whether we may legally accept an application from you and to determine whether your record may be a job related consideration.	Yes	We will not be able to make determinations required by law.
Age Range	To accurately certify applicants for certain types of work as per State law.	Yes	Failure to provide information may be cause for rejecting an application.
Citizenship or Alien Status	To determine work eligibility under Federal and State law.	Yes	Failure to provide information may be cause for rejecting an application.

The following information you provide for employment is automatically public:

- Your veteran's status
- Your relevant test scores
- Your job history
- Your rank on our eligibility list
- Work availability
- Your education and training

*City of Shoreview*  
**Applicant Flow Survey**

The City of Shoreview is an Equal Opportunity Employer in its recruitment and procedures. The information on this sheet is requested to help insure that our employment practices are fair and provide an equal opportunity. This data will be kept in a confidential file separate from your employment file and will not be given to staff members making hiring decisions. The information provided will be used as summary data.

Completion of this form is optional. Choosing not to complete it will in no way disqualify you from present or future employment.

**Name:** \_\_\_\_\_

**Position applied for:** \_\_\_\_\_

**Gender:**        \_\_\_\_\_ Female        \_\_\_\_\_ Male

**Age Group:**    \_\_\_\_\_ Under 18        \_\_\_\_\_ 18-39        \_\_\_\_\_ 40-65        \_\_\_\_\_ Over 65

**Racial/Ethnic Group (check one):**

\_\_\_\_\_ American Indian or Alaska Native

\_\_\_\_\_ Asian

\_\_\_\_\_ Black or African American

\_\_\_\_\_ Hispanic or Latino

\_\_\_\_\_ Native Hawaiian or other Pacific Islander

\_\_\_\_\_ White

\_\_\_\_\_ Other (Please specify) \_\_\_\_\_

**How did you learn about this position?**

\_\_\_\_\_ Star Tribune

\_\_\_\_\_ St. Paul Pioneer Press

\_\_\_\_\_ Shoreview Press

\_\_\_\_\_ Shoreview Bulletin

\_\_\_\_\_ Cable Channel 16

\_\_\_\_\_ City of Shoreview Job Line

\_\_\_\_\_ City of Shoreview Web Site

\_\_\_\_\_ Other (Please specify) \_\_\_\_\_

Please include this form with your application or mail separately to: Human Resources Manager  
City of Shoreview  
4600 North Victoria Street  
Shoreview, MN 55126

*Thank you for your assistance.*

*City of Shoreview*  
**ADDENDUM TO APPLICATION**

TO: Applicants for Administrative Services Coordinator position

Please assist us in evaluating your experience and abilities by answering the following questions. An incomplete addendum may reduce your opportunity for employment with the City of Shoreview.

NAME: \_\_\_\_\_

1. Do you have an Associate (2 year) degree? By Associate degree, we mean, a two-year degree from an accredited college or university.

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what is your degree in? \_\_\_\_\_

Do you have a Bachelor's (4-year) degree? By Bachelor's degree, we mean, a four-year degree from an accredited college or university.

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what is your degree in? \_\_\_\_\_

2. How many years of office support experience do you have? By office support experience we mean a position that has a *broad range* of core responsibilities such as typing, filing, phone work, organizing records/files, processing requests, paying bills, customer service, data entry, etc. *Years of experience should be full-time equivalent.*

\_\_\_\_\_ No experience  
\_\_\_\_\_ Less than 2 years experience  
\_\_\_\_\_ 2 years experience  
\_\_\_\_\_ 2 - 3 years experience  
\_\_\_\_\_ 3 - 4 years experience  
\_\_\_\_\_ 4 - 5 years experience  
\_\_\_\_\_ 5 or more years experience

Are you proficient with the following software programs? If so, how many years of experience do you have?

Microsoft Word	Yes _____	No _____	# of years _____
Microsoft Excel	Yes _____	No _____	# of years _____
Microsoft Access	Yes _____	No _____	# of years _____
Microsoft PowerPoint	Yes _____	No _____	# of years _____

3. How many years of customer service experience do you have? Customer service work includes having direct contact with the public, evaluating information and reviewing policies/past practice to resolve a concern, responding to customer needs, explaining policies and procedures, answering questions, assisting with forms, etc. *Years of experience should be full-time equivalent.*

\_\_\_\_\_ No experience  
\_\_\_\_\_ Less than 2 years experience  
\_\_\_\_\_ 2 years experience  
\_\_\_\_\_ more than 2 years experience

*Please see reverse side for remainder of questions.*

4. How many years of experience do you have with communications and promotion activities?  
Examples of applicable experience include writing newsletter articles and press releases, creating/updating web pages, creating flyers and brochures, developing event promotions, designing bulletin/display boards, designing advertisements, etc.

☐ No experience  
☐ Less than 1 year experience  
☐ 1 year experience  
☐ 1 - 2 years experience  
☐ 2 - 3 years experience  
☐ 3 - 4 years experience  
☐ 4 or more years experience

5. Have you worked in any of the following types of organizations?

General government (city or county government)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Public works setting	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Engineering office or company	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes, where? \_\_\_\_\_

When did you work there? \_\_\_\_\_

What did you do there? \_\_\_\_\_

6. Please mark the database management activities you have done within the past five years?

☐ Entered data into a previously established database  
☐ Reviewed data entered for accuracy  
☐ Extracted information from a database (such as address files for a mailing)  
☐ Determined the logical organization of a database for easy entry, access and management of the information  
☐ Received data from another source and converted it into an existing database  
☐ Reviewed data for common themes or problem solving  
☐ Collected raw data for entry into a database

7. Please mark the research and analysis activities you have done for *complex problem solving* within the past five years?

☐ Defined the problem that needed to be researched  
☐ Determined best sources for information on a problem  
☐ Collected information from a variety of sources  
☐ Analyzed and interpreted the information  
☐ Determined when additional information is needed and where to locate said information  
☐ Recommended a plan of action based on your research and analysis

8. How familiar are you with html programming language?

☐ Never heard of it  
☐ I have heard of it but never used it before  
☐ I have used it a few times but am not proficient  
☐ I am proficient with html programming language